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UNITED STATES MISSION - BOGOTA  
**VACANCY ANNOUNCEMENT**

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No. 046

Job vacancy

May 26, 2010

**OPEN TO:** All Colombian Citizens

**POSITION:** DEVELOPMENT ASSISTANCE ASSISTANT  
Consolidation and Livelihoods Environment Office  
(0011870E)

**OPENING DATE:** Wednesday May 26, 2010

**CLOSING DATE:** Thursday June 10, 2010

**WORK HOURS:** Full time; 40 hours/week

**SALARY:** FSN/PSC - 8 Col. Ps. \$39,538,411.00-  
ColPs. \$65,238,379.00

**Final salary determination based on incumbent documented salary history, not to exceed the maximum amount established in this advertisement.**

**TO APPLY**

- If you meet all the requirements for this position, please submit a Foreign National Employment application form no later than the closing date at 4:00 p.m. Eastern Standard Time.
- Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.
- Applicants must request an application form at the Embassy reception desk or you may print it out by accessing the Embassy web page: <http://bogota.usembassy.gov> under "Recursos Humanos-Vacante". The form may be requested via e-mail at: BogotaHR@usaid.gov

**SUBMIT APPLICATION TO:**

American Embassy  
c/o USAID Human Resources Section  
Carrera 45 No. 24B-27  
Bogota, Colombia

**APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.**

**APPLICANTS WHO ARE NOT SELECTED FOR INTERVIEWS WILL NOT BE CONTACTED.**

**PROFILE OF THE POSITION**

The U.S. Agency for International Development is seeking an individual for the position of Development Assistance Specialist in the Consolidation and Livelihoods Environment Office (CLE).

**BASIC FUNCTION OF POSITION**

This position is located in the Consolidation and Livelihoods Environment (CLE) Office, USAID/Colombia, Bogota. The primary purpose of this position is to assist the Office Chief and the Team project managers in carrying out a full range of monitoring, administrative and information-gathering tasks in support of the CLE portfolio of projects. Prepares a variety of project and program activity documents and provides other related assistance; performs program and activity administrative and technical support duties requiring a knowledge of USAID Consolidation and Livelihoods Environment documentation procedures and requirements, of USAID policies, of the CLE sector's programs, projects and activities in the region, and the Colombian government's policies, programs and procedures related to the CLE's Office efforts.

**MAJOR DUTIES AND RESPONSIBILITIES:**

As a USAID employee, the incumbent carries responsibility to understand and incorporate the Agency's five core values in all aspects of his/her work. These core values are: 1. Customer Focus, 2. Results Orientation, 3. Empowerment and Accountability, 4. Teamwork and Participation, and 5. Valuing Diversity.

A. Assists in analyzing project expenditures and prepares quarterly accruals and other financial or budget data including drafting justifications. Obtains financial figures on specific projects, as requested, ensuring that these are complete and current. Provides this information to the CLE Office Chief for review and revision/approval. Reviews budgets for work plans in conjunction with the CLE Officer. Keeps track of budget data on each grant or element of an activity. Receives monthly reports from contractors and grantees and compares and adjusts budgets. Maintains current information on how

much has been obligated, how much expended, the pipeline and how much remains for each grant or project activity. Provides information to Program Office when requested to do so. Assists the CLE Officer in drafting financial reports and in reviewing financial reports received from the implementing contractors/grantees.

B. Keeps current on all Consolidation & Livelihoods Environment (CLE) program and project activities, ongoing and proposed. Reads CLE staff members' trip reports, partners' quarterly and interim reports, and other reports and all pertinent correspondence. Keeps track of developments in each CLE activity and develops an understanding of the impact of each. Contributes to, and prepares, assessment reports for the (CLE) Team on how grantees and contractors are performing. In conjunction with other CLE staff members, defines the type of additional information to be gathered and establishes a network which will provide the information.

C. Meets with GOC and other public and private sector officials to obtain published and unpublished information on assigned subjects. Develops briefing papers on CLE activities and keeps these up to date in both electronic and hard copy. Provides briefings to consultants, visitors, and others as required. Assists in discussions with grantees and contractors and prepares memoranda of such discussions, including any actions taken or recommended, for staff information and review.

D. Attends and participates in regular and expanded CLE Team meetings on project activities. These meetings include Departmental governors, mayors, representatives of GOC ministries,, other donors, non-governmental organizations (NGOs) and representatives of implementing contractors and grantees. Notes decisions or commitments made and actions assigned. Follows up with CLE Team members to ensure that assigned actions are carried out in the agreed-upon timeframe. Provides the CLE Office Chief a status report on all ongoing actions on request. Organizes and attends and participates in CLE seminars and workshops.

F. Assists in analyzing project expenditures and prepares quarterly accruals and other financial or budget data including drafting justifications. Obtains financial figures on specific projects, as requested, ensuring that these are complete and current. Provides this information to the CLE Office Chief for review and revision/approval. Reviews budgets for work plans in conjunction with the CLE Officer. Keeps track of budget data on each grant or element of an activity. Receives monthly reports from contractors and grantees and compares and adjusts budgets. Maintains current information on how much has been obligated, how much expended, the pipeline and how much remains for each grant or project activity. Provides information to Program Office when requested to do so. Assists the CLE Officer in drafting financial reports and in reviewing financial reports received from the implementing contractors/grantees.

G. Based on the Project Managers' verbal instructions and working with the Mission Contracts Officer, drafts statements of work (SOW) including those where no directly applicable precedents exist that can be used as templates. Compiles the budget for

and drafts all Modified Acquisition and Assistance Documents (MAARDs) for AO 1 projects. Provides these to the respective Project Manager for review, editing and approval and subsequently prepares in final for approval and routing. Follows MAARDS through the clearance process to resolve any problems.

H. Coordinates with the CLE Office Secretary to ensure that files maintenance, clearances, cables, reports, etc. are in accordance with USAID procedures. Reviews documentation received and determines distribution to the AO 1 Team, the Project Managers or the Supervisor. Exercises quality control over all documentation and project/program correspondence. Drafts negative responses to unsolicited proposals that fail to meet the Assistance Objective's criteria and letters advising others of additional information or documentation required.

I. Serves as backup to the CLE Management Information System Specialist, and in his absence assumes the duties and responsibilities of that position. Using ARC View software, prepares geographic maps for CLE program activities and supports all COTRs. Performs other miscellaneous related duties as assigned.

J. Incorporates the Five Core Values into Her Work

1. Customer Focus: Identifies and communicates with USAID customers regularly (ideally, in their preferred language); surveys their interests, needs and recommendations; follows up on communications and information received from and about the customers. Ensures that customers' needs and thinking are included in all activities undertaken and that, where possible, customers are involved in key decisions. Surveys customer satisfaction periodically and serves as a knowledgeable advocate for customer service with other USAID employees and partners.

2. Results Orientation: Reviews baseline information against which to plan actions and identify targets and milestones. Defines specific operational and program results needed for her area of responsibility. Puts strategic plan in place and uses it as a framework for decisions. Reviews progress against targets and milestones regularly; takes needed action to modify plans when necessary and to maintain actions to accomplish the desired results within the time frame planned when possible. Serves as a knowledgeable advocate for the results orientation with other USAID employees and partners.

3. Empowerment and Accountability: Emphasizes results rather than oversight, and service outreach rather than internal control, in carrying out her responsibilities. Is clear about her own performance standards. Participates in defining objectives, reviewing performance, and upholding accountability for the accomplishment of the objectives.

4. Teamwork and Participation: Contributes to strategic planning, performance monitoring, and major program decisions of the CLE team. Demonstrates ownership of the teams' plans, performance, and decisions. Proactively participates in team processes and activities. Includes other team members, customers and partners and

assists in their understanding and participation in teamwork and the team's goals, performance, and decisions. Assumes responsibility for specific results assigned by the team.

5. Valuing Diversity: Understands and respects the various work groups and team members without stereotyping. Understands and respects the role of customers and partners. Realizes the synergy and benefits of differing backgrounds and skills to accomplish our strategic goals. Uses the synergy of core and extended teams to plan and works together to achieve results while accepting accountability for her own actions.

**REQUIRED QUALIFICATIONS:**

Note: Candidates who do not meet these required qualifications will not be considered.

a. Education:

A professional or bachelor's degree or local equivalent in business administration, management, or any technical field related to development is highly desirable. In the absence of a university degree, an additional two years of experience is required.

b. Prior Work Experience:

At least three years of progressively responsible experience in development assistance or related work is required. Experience is required in the collection, analysis, and presentation of information. Experience working in an international, diverse organization is desirable.

c. Post Entry Training:

Appropriate modules of the Leadership and Program Operations Training Initiative such as Managing for Results, Organization and Operations, Team Skills, etc.; training in agency database systems and in other special areas related to duties when available. On-the-job training, or local courses in Logistics Management is desirable. Training on USAID/Colombia's policies, goals, and procedures will be required if such knowledge is lacking.

d. Language Proficiency:

Fluency in English (level IV) and Spanish (level IV). Both oral and written is required.

e. Knowledge:

Must have knowledge of socio-economic conditions in Colombia and a good understanding of the Colombian conflict and the role of illicit crops in this situation.

Must be thoroughly familiar with documentation preparation and processing, as well as spreadsheet use. Must have a thorough knowledge of good office practices, including the preparation of correspondence, maintenance of file systems, etc. An understanding of international organizations' activities, objectives, and programs is highly desirable.

f. Abilities and Skills:

Must have the ability to work on own initiative and independently, while also being able to work as a team member. Must have the ability to obtain, analyze, and organize and interpret data and present findings in both oral and written form. Must be able to prepare precise and accurate reports; and to develop and present briefings. Must have demonstrated the ability to develop and maintain working-level contacts in host governments in the region, especially in those GOC Ministries and other entities concerned with programs related to Alternative Development. Skills in the operation of computers and software program applications authorized for USAID use, such as Excel or other database software, PowerPoint, and word processing programs are necessary. These skills must be demonstrable within one year on the job.

**POSITION ELEMENTS**

a. Supervision Received:

Work is performed under supervision of the CLE Office's Deputy Director who assigns work primarily on a long-term basis and reviews work for conformance to policy and procedures. Day-to-day duties are performed in support of the office's project managers who assign tasks and provide instructions on an as-needed basis. The CLE Office Director also assigns specific tasks that he reviews for adequacy, accuracy, and completeness.

b. Available Guidelines:

ADS Sections pertaining to project management, Mission Orders and other established USAID/Colombia administrative procedures and regulations.

c. Exercise of Judgment:

Considerable judgment is required in planning, evaluating the relevance and reliability of information; in organizing and presenting data during the preparation of documents; and in the preparation and presentation of briefings.

d. Authority to Make Commitments:

When dealing with partners and client Mission personnel, is authorized to suggest resolution of non-technical problems and, within her abilities and experience, to make recommendations. As a PSC employee, the incumbent is not authorized to make monetary commitments.

e. Nature, Level, and Purpose of Contacts:

Continuous contact is maintained with working-level to mid-level and sometimes with high-level GOC officials to obtain unpublished and published information concerning the CLE program and its projects and activities; to resolve problems with clearances on documents, and to provide information. Continuous contact is maintained with GOC entities, other partners and implementing contractors to monitor activities, attend workshops, seminars and other meetings.

f. Supervision Exercised:

This is a non-supervisory position.

g. Time Required to Perform Full Range of Duties:

One year.

**SELECTION CRITERIA**

**(40%)** Demonstrated progressively responsible experience in development assistance or related work is required. Experience is required in the collection, analysis, and presentation of information, especially financial and budgetary data. In the absence of a university degree, an additional two years of experience is required.

**(40%)** Interpersonal and organizational skills. Demonstrated teamwork ability and computer skills. Demonstrated ability to collect, analyze and present information. Demonstrated thorough knowledge in the field of development.

**(15%)** Evidence of strong English/Spanish writing and oral skills. Writing sample and budget analysis exercise will be required of individuals who reach interview stage.

**(5%)** Strong technical education background or specialization (bachelor's degree) in the field of International Relations, Public Administration, Business Administration, Finance, Economics, Agriculture or related field is highly desirable.

**ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

**APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES SECTION OF THE US AGENCY FOR INTERNATIONAL DEVELOPMENT BY THURSDAY, JUNE 10, 2010 NOT LATER THAN 4:00 p.m. EASTERN STANDARD TIME.**

The US Mission in Colombia is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.